RECORDS CONTROL SCHEDULE

			SCHEDULE NO.
			30.1-66

OFFICE, DIVISION, BRANCH	CONCURRENCE
Records Administration Staff, Agency Archives and Records Center	SIGNAT
	TITLE *Chief, A&RC*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	CENTER SUBJECT FILE Consists of memoranda, reports and other documents pertaining to administration and operation of the Center. This file is used in the daily operation. Filed according to the Agency Subject Numeric File Manual. (1960-1966)	3	Temporary. Destroy after three years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
2	REGULATORY ISSUANCE FILE (DISCONTINUED) The Official DDS Vital Records set of Regulations is maintained in the Office of the Chief, A&RC and is used for this purpose.		
3	REFERENCE LIBRARY This is a collection of unclassified publications consisting of magazines, bulletins, and other publications about Records Center and Archival Operation. These are used by Center personnel for reference and training purposes. Current.	24	Temporary. Destroy when obsolete or no longer needed.
4	RECORDS STATISTICAL FILE Consists of statistical forms used in Accessioning and Disposal functions. These files show space available in Records Center and space used by various offices of the Agency. Filed by office. (1948-1966)	2	Permanent. Disposal not authorized. When folder is full, remove statistic sheets for several years and retire to the Archives Series.

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5	SPACE LOCATOR FILE Consists of a 1½ x 3 card stamped with a number to reflect each shelf space within the Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.	3	Permanent. Retain in current files area indefinitely.
6	RECORDS CONTROL SCHEDULE FILE Consists of copies of the Records Control Schedule prepared by Records Administration Staff. This file is used in checking and verifying the groups of records accessioned and destroyed by the Center. Filed organizationally.	2	Temporary. Hold in current files area when superseded. Destroy when Records Administration Staff retires the Record Set.
7	DISPOSAL TICKLER FILE Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction. (1948-1966) a. Temporary Records b. Permanent Records	2	 Temporary. When temporary records are destroyed or transferred, pull Form 140, execute and place in Organizational Disposition File. Permanent. Retain in current files idefinitely.
8	DISPOSAL JOB FILE Consists of copies of Record Retirement Requests (Form 140), Shelf Lists (Form 140-A), Notification of Disposition Action (Form 141), and related memos and Forms 490. This file has the official	9-1	Permanent. When folder is considered full, retire to Archives series.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	signed copies and is used for the verifi-cation of the disposal and permanent transfer of records. Filed numerically by disposition job number. (1948-~~1966~~) *Present*		
9	RECORDS GROUP FILE Consists of Records Retirement Re-quests (Form 140) Shelf Lists (Form 140-A), used by the Center personnel as a reference aid. Filed by organization.	10	Permanent. Retain in files area idefinitely. When job is destroyed or transferred, execute Form 140 and send to the component RMO. Incorpor-ate Form 140-A with the Disposal Job File. *Disposition Case File*
10	RECORDS LOCATOR FILE Consists of the originals of Records Retirement Request (Form 140) filed in Kardex cabinets. This file is used to show retention period, classification, monthly activity, restrictions, and loca-tion of records. Filed numerically by job number. (1948-1966)	1.5	Permanent. When the group of records under a particular job number are destroyed or transferred, pull Form 140, execute and incorporate with Disposal Job File.
11	SUSPENSE FILES Consists of request forms for Records Center service on permanent records, top secret records, and records being furn-ished to offices other than the orig-inating office. This file is used as a control on records sent out that must be returned to Records Center. Filed by month, then alphabetically by name of requestor. Current.	3	Temporary. When document is returned, the request form is removed and inter-filed in the completed request file.
12	FINISHED INTELLIGENCE LOCATOR FILE Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf. (1948-1966)	11	Temporary. Destroy three years after discontinuance of item. Place in inactive file when a revised report is received or when report becomes obsolete and destroy.

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13	COMPLETED REQUEST FILE		
	Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number. (1952-1966) 1958 - Present	18	Temporary. Destroy after two years. Cut off at the end of each calendar year and retire to Records Center shelves for temporary storage.
14	COURIER RECEIPT FILE		
	These are copies of receipts signed by courier upon pickup of classified material. Filed chronologically. (1958-1966)	.1	Temporary. Destroy after three months.
15	CLASSIFIED DOCUMENT RECEIPT FILE (DISCONTINUED)		
	Item 13 above, completed Request File and the Document Receipt File is now the same file, and the Form 490 serves both functions.		
16	VITAL MATERIALS DEPOSIT SCHEDULE FILE		
	Consists of copies of the Vital Material Deposit Schedules prepared by the Vital Materials Officers. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center. Filed by organization.	2	Permanent. Retire to inactive file when superseded. The inactive file will be placed on open shelves. (To be evaluated at later date).
17	VITAL MATERIALS DEPOSIT SLIP FILE		
	Consists of Form 620 (Blue Copy) which is retained by the Records Center to verify deposits; it is also used as a reference and finding media. Filed by organization code number.	9	Temporary. Retire to inactive file on open shelf files when last item on slip has been destroyed or withdrawn. Destroy one year after.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
18	ORGANIZATIONAL RECORDS DISPOSITION FILE Consists of the Records Retirement Request (Form 140) which has been removed from the Records Group File and executed to show the destruction or permanent transfer of the Records. Filed by organization and numerically.	1.5	Permanent. Retain in current files area indefinitely.
19	ARCHIVES GROUP FILE Consists of Records Retirement Requests (Form 140) Records Shelf List (Form 140A) and various listings of the material placed in the Agency Archives. Filed by Organization.	1.2	Permanent. Retain in current files area indefinitely.